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No. 179, Port Blair, Tuesday, July 13, 2010

ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT

**NOTIFICATION**

Port Blair, dated the 13<sup>th</sup> July, 2010

No. 165/2010/F.No. 7-11/2008-Home (PF-I).— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Notification No. 14/2/60-ANL dated 11<sup>th</sup> April, 1960 of the Government of India, Ministry of Home Affairs and in supersession of all previous Notifications issued to this effect, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules regulating the method of recruitment to the Group 'C' posts of **Assistant Sub-Inspector (Sub-Officer), Assistant Sub-Inspector (Mechanic), Leading Fireman (Head Constable), Leading Fireman (Drill Instructor) (Head Constable), Leading Fireman (Telephone Operator) (Head Constable), Record Keeper (Head Constable), Dealing Assistant (Head Constable), Store Keeper (Head Constable), Leading Fireman Driver (Head Constable (Driver), Fitter (Head Constable), Welder (Head Constable), Electrician (Head Constable), Mechanic (Head Constable), Painter (Leading Fireman) (Head Constable), Police Constable Driver (Fire Service), Fireman (Police Constable) Fireman (Demonstrator) (Police Constable), Fireman (Mechanic Helper) (Police Constable), Assistant Mechanic (Police Constable) (Fire Service), Follower Cook (Fire Service), Follower Dhobi (Fire Service), Follower Tailor (Fire Service), Follower Barber (Fire Service), Follower Daftry (Fire Service), Follower Sweeper (Fire Service) of A & N Police Fire Service under Andaman and Nicobar Administration, namely:—**

**1. Short title and commencement:-**

- These rules may be called the Andaman and Nicobar Administration (Police Department) Group 'C' posts Recruitment Rules, 2010.
- They shall come into force on the date of its publication in the Official Gazette.

**2. Number of posts, classification and scale of pay:-**

The number of posts, their classification and scale of pay attached thereto shall be as specified in paras 2 to 4 of the Schedule I to XV annexed hereto.

**3. Method of recruitment, age limit, qualifications etc.:-**

The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in paras 5 to 15 of the said Schedule.

**4. Disqualification:-**

No person —

- Who has entered into or contracted a marriage with a person, having a spouse living, or
- Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any of the said posts:

Provided that the Central Government may, if satisfied, that such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of this Rule.

**5. Powers to relax:-**

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient to do so, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

**6. Savings:-**

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

By order and in the name of the Lieutenant Governor,

Sd./-  
Assistant Secretary (Home)

**SCHEDULE - I**

**Draft Recruitment Rules for the Post of Assistant Sub-Inspector (SO)**  
**of A & N Police Fire Service**

1.	Name of post	<b>Assistant Sub-Inspector (SO)</b>
2.	No. of post	24 (Twenty four)* 2009 *(Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/ Pay Scale	PB-2 Rs. 5200-20200 and Grade Pay Rs. 2800
5.	Whether selection post or non- selection post	Selection
6.	Age limit for direct recruitments	Not applicable
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruitments	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	Not applicable
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by promotion
12.	In case of recruitment by promotion/ absorption/deputation grades from which promotion/ deputation/ absorption to be made	<p><b>Promotion (66 2/3%) on Selection basis:</b> From amongst the Leading Fireman (HC) in the pay scale Pay Band -1 Rs. 5200-20200 + GP Rs. 2400 with five years regular service in the grade possessing minimum educational qualification (10<sup>th</sup> Std. Pass) and have passed the training course prescribed for Leading Fireman at A&amp;N Fire Service Training Center</p> <p><b>Promotion (33 1/3<sup>rd</sup> %) on Seniority-Cum-Fitness basis:</b> From amongst the Leading Fireman (HC) above 40 years (Seniority-cum-fitness) in the pay scale of PB-1 Rs. 5200-20200+GP Rs.2400 with five years regular service in the grade and have passed the training course prescribed for Leading Fireman at Fire Service Training Center</p>

13.	If a DPC exists, what is its composition ?	<b>Group 'C' DPC (for promotion) consisting of :</b> 1) DGP - Chairman 2) DIGP nominated by DGP - Member 3) CFO - Member 4) One Gazetted Officer from another Department - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Enclosed as <b>ANNEXURE</b>

**ANNEXURE**  
**(Schedule – I)**

**Assistant Sub-Inspector (Sub-Officer)**

**Duties and Responsibilities**

1. To be available and keep himself in readiness for any duties at any time. He may be called by his Superiors to perform and keep his Superiors acquainted with all matters coming to his knowledge affecting either his own Station or the general functions of the Fire Service Unit.
2. To obey implicitly all orders of his superiors and extract the strictest obedience and civility from those serving under him; to devote the whole of his time and attention to the Fire Service Organization; to set an example to his men by sobriety, cleanliness, promptitude, civility and general attention to his duties.
3. To take charge and be responsible for all appliances, stores, equipments etc. issued to his station and submit a report to his superiors as to the correctness or otherwise of such articles taken charge of. He should submit a requisition to his superiors of the requirements of his station as necessary.
4. To see all the appliances and equipments are kept clean and in thorough working order, stowing them properly for immediate use during fire accident and other emergencies without loss of time.
5. To instruct and drill all men under his charge in the use and maintenance of fire appliances equipments.
6. To hold a muster parade for the inspection of uniform clothing, boats and equipments at least once in a month to see that the men keep themselves and their clothing in clean and good condition and to report shortage if any, to his superiors. The inspection of uniforms and equipments should be carried out periodically.
7. To ensure that the roll call is conducted at least twice in twenty four hours and, if necessary, further surprise checks to be made.
8. To ensure the prompt attendance of fire appliance and men, he should conduct surprise turnouts at odd hours every day.
9. To see that the men placed on station duty are properly dressed and acquainted with their duties.
10. To see that the communication systems are in proper working order and to send an immediate report to appropriate authority when it is not so.
11. To keep himself and men at all times in readiness to report any superior officer and to give, if required, an accurate account of all matters connected with the station under his charge.
12. In addition to the above, he shall perform duties as per the circular, standing order and lawful instructions of superior officers.

**SCHEDULE - II****Draft Recruitment Rules for the Post of Assistant Sub-Inspector (Mechanic)  
of A & N Police Fire Service**

1.	Name of post	<b>ASI (Mechanic) Fire Service</b>
2.	No. of post	1 (One)* 2009 *(Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200 + Grade Pay Rs. 2800
5.	Whether selection post or non- selection post	Non-selection
6.	Age limit for direct recruitments	Not applicable
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruitments	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	Not applicable
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	By promotion
12.	In case of recruitment by promotion/ absorption /deputation, grades from which promotion/ deputation/absorption to be made	<b><u>By promotion :</u></b> From amongst Mechanic (HC) in the pay scale PB-1 Rs. 5200-20200 with Grade Pay Rs. 2400 of A&N Police Fire Service with minimum five years regular service in the grade
13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC (for promotion) consisting of :</u></b> <div><div>1. DGP</div><div>2. DIGP nominated by DGP</div><div>3. Mech. Engineer, STS W/shop</div><div>4. CFO</div></div> <div><div>- Chairman</div><div>- Member</div><div>- Member</div><div>- Member</div></div>
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Enclosed as <b>ANNEXURE</b>

**ANNEXURE  
(Schedule – II)****Assistant Sub-Inspector (Mechanic)****Duties and Responsibilities**

He is the Second Officer In-charge of Fire Service Workshop. He is responsible for the efficient management of manpower and maintenance of all Fire Vehicles/Pumps/Equipments etc. in A&N Police Fire Service and to conduct regular inspection of all types of vehicles, pumps and equipments. He should attend inspection for Inter Islands Fire Stations. He is responsible for timely dispatch of Spare parts/Items to Inter-Islands Fire Station and timely sanction advance payments for POL for Inter-Islands Fire Stations. He is also responsible for timely get repaired in time bound frame for all Fire Vehicles/Pumps/Equipments. He is overall supervision/responsible of Fire Motor Transport. In addition to the above, he shall perform duties as per the circular, standing order and lawful instruction of superior officers.

**SCHEDULE - III****Draft Recruitment Rules for the Post of Leading Fireman (HC) of A & N Police Fire Service**

1.	Name of post	<b>Leading Fireman (HC)</b>
2.	No. of post	95 (Ninety Five)* 2009 *(Subject to variation dependent on workload)
3.	Classification	Group 'C', Non-Ministerial
4.	Pay Band & Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200 + Grade Pay Rs. 2400
5.	Whether selection post or non- selection post	Selection
6.	Age limit for direct recruitments	Not applicable
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruitments	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	Not applicable
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by promotion
12.	In case of recruitment by promotion/ absorption /deputation, grades from which promotion/ deputation/absorption to be made	<b>Promotion 66 2/3% on Selection basis :</b> From amongst Constable (Fireman) in the pay scale of PB-1 Rs. 5200-20200+Grade Pay of Rs. 2000 with 05 years regular service in the grade, subject to qualifying the departmental test <b>Promotion 33 1/3% on Seniority-Cum-Fitness basis:</b> Strictly on the basis of service seniority-cum-fitness among the Constable (Fireman) above 40 years of age with five years regular service in the grade
13.	If a DPC exists, what is its composition ?	<b>Group 'C' DPC (for promotion) consisting of :</b> <div><div>1. DIGP</div><div>- Chairman</div><div>2. SP nominated by DGP</div><div>- Member</div><div>3. CFO</div><div>- Member</div><div>4. One Gazetted Officer from another Dept.</div><div>- Member</div></div>
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Enclosed as <b>ANNEXURE</b>

**ANNEXURE**  
**(Schedule – III)****Leading Fireman (Head Constable)****Duties and Responsibilities**

1. To see that the men placed under him on duty are properly dressed and are assigned duties pertaining to the station, fire appliances, and such other duties that may be incidental to the efficient working of the station. He shall also be responsible for maintaining the station premises neat and clean, appliances and equipments in neat and efficient working condition and ready for immediate use.
2. To keep his superiors acquainted with all matters coming to his knowledge affecting the Fire Station Staff or the general function of the Fire Service Organization.
3. To see that all equipments, gears etc. are properly accounted for and be responsible for the same. In case of my loss or damage of articles or equipments, uniforms and clothing etc., he shall immediately report to his next senior officer about the same.
4. To keep inventory of all equipments issued to appliances under his charge and report the shortcomings if any to the station officer.
5. In addition to the above, he shall perform duties as per the circular, standing order and lawful instructions of superior officers.

**SCHEDULE - IV****Draft Recruitment Rules for the Post of Leading Fireman (Drill Instructor) HC  
of A & N Police Fire Service**

1.	Name of post	<b>Leading Fireman (Drill Instructor) HC</b>
2.	No. of post	02 (two)* 2009 *(Subject to variation dependent on workload)
3.	Classification	General Central Services, Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200 + Grade Pay Rs. 2400
5.	Whether selection post or non- selection post	Not applicable
6.	Age limit for direct recruitments	Not applicable
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruitments	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	Not applicable
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	By transfer
12.	In case of recruitment by promotion/ absorption /deputation, grades from which promotion/ deputation/absorption to be made	By transfer of Leading Fireman (HC) in the pay scale of PB-1 Rs. 5200-20200+Grade Pay of Rs. 2400 with 03 years regular service in the grade
13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC for comprising of :</u></b> 1. DIGP - Chairman 2. SP nominated by DGP - Member 3. CFO - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Enclosed as <b>ANNEXURE</b>

**ANNEXURE  
(Schedule – IV)****Leading Fireman (Drill Instructor) HC****Duties and Responsibilities**

Besides the duties specified for Head Constable (Leading Fireman), Drill Instructor (HC) will be responsible for basic training of recruits and refresher trainees. He should keep himself available during duty hours. He shall be maintained discipline of trainees and proper maintain the equipments using for drill and training. In addition to the above, he shall perform duties as per the circular, standing order and lawful instructions of superior officers.

**SCHEDULE - V****Draft Recruitment Rules for the Post of Leading Fireman (Telephone Operator) HC  
of A & N Police Fire Service**

1.	Name of post	<b>Leading Fireman (Telephone Operator) HC</b>
2.	No. of post	06 (Six)* 2009 *(Subject to variation dependent on workload)
3.	Classification	General Central Services, Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200 + G.P. Rs. 2400
5.	Whether selection post or non- selection post	Not applicable
6.	Age limit for direct recruitments	Not applicable
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruitments	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	Not applicable
11.	Method of recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of the posts to be filled by various methods	By transfer
12.	In case of recruitment by promotion/absorption/deputation, grades from which promotion/deputation/absorption to be made	By transfer of Leading Fireman (HC) in the pay scale of PB-1 Rs. 5200-20200+Grade Pay of Rs. 2400 with 03 (three) years regular service in the grade having knowledge of operating Telephone & VHF sets
13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC consisting of :-</u></b> 1. DIGP - Chairman 2. SP nominated by DGP - Member 3. CFO - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Enclosed as <b>ANNEXURE</b>

**ANNEXURE  
(Schedule – V)****Leading Fireman (Telephone Operator) HC****Duties and Responsibilities**

1. To be available at the Stations to which he is posted while on duty.
2. To be obey implicitly orders of his superiors and exact the strictest obedience and civility.
3. He shall be responsible to acquaint himself with all matters current and pending of operational and administrative importance.
4. He shall also be responsible to check the clock and telephone connection with other stations.
5. It shall be his duty to maintain the occurrence book up to date at all times in the prescribed form as may be laid down.
6. He shall be prompt in receipt and transmission of calls to fires, other emergencies etc. and reporting the same to the office and man by the alarm system installed at the fire control room.
7. In addition to the above, he shall perform duties as per the circular, standing order and lawful instructions of superior officers.

**SCHEDULE - VI****Draft Recruitment Rules for the Post of Record Keeper (HC) of A & N Police Fire Service**

1.	Name of post	<b>Record Keeper (HC)</b>
2.	No. of post	01 (One)* 2009 *(Subject to variation dependent on workload)
3.	Classification	General Central Services, Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200 + G.P. Rs. 2400
5.	Whether selection post or non- selection post	Not applicable
6.	Age limit for direct recruitments	Not applicable
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruitments	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	Not applicable
11.	Method of recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of the posts to be filled by various methods	By transfer
12.	In case of recruitment by promotion/absorption/deputation, grades from which promotion/deputation/absorption to be made	By transfer of Leading Fireman (HC) in PB-1 Rs. 5200-20200 + GP 2400 with 03 (three) years regular service in the grade and having knowledge of record keeping
13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC comprising of :-</u></b> 1. DIGP - Chairman 2. SP nominated by DGP - Member 3. CFO - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Enclosed as <b>ANNEXURE</b>

**ANNEXURE**  
**(Schedule –VI)****Record Keeper (HC)****Duties and Responsibilities**

Besides the duties specified for Head Constable (Leading Fireman), Record Keeper (HC) will be responsible for proper up keep and maintenance of all records and files under his custody. He should keep himself available during office hours and while on duty. He should be acquainted with all files and documents under his custody and produce the required documents/files as per the order of his superiors. In addition to the above, he shall perform duties as per the circular, standing order and lawful instructions of superior officers.



**SCHEDULE - VII****Draft Recruitment Rules for the Post of Dealing Assistant (HC) of A & N Police Fire Service**

1.	Name of post	<b>Dealing Assistant (HC)</b>
2.	No. of post	01 (One)* 2009 *(Subject to variation dependent on workload)
3.	Classification	General Central Services, Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200 + G.P. Rs. 2400
5.	Whether selection post or non- selection post	Not applicable
6.	Age limit for direct recruitments	Not applicable
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruitments	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	Not applicable
11.	Method of recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of the posts to be filled by various methods	By transfer
12.	In case of recruitment by promotion/absorption/deputation, grades from which promotion/deputation/absorption to be made	By transfer of Leading Fireman (HC) in PB-1 Rs. 5200-20200 + GP of Rs. 2400 having educational qualification XII <sup>th</sup> standard passed and knowledge of official work and knowledge of Computer Application
13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC comprising of :-</u></b> 1. DIGP - Chairman 2. SP nominated by DGP - Member 3. CFO - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Enclosed as <b>ANNEXURE</b>

**ANNEXURE**  
**(Schedule – VII)****Dealing Assistant (HC)****Duties and Responsibilities**

1. To be available at the Stations to which he is posted while on duty.
2. To be obey implicitly all orders of his superiors and extract the strictest obedience and civility from those serving under him.
3. He should keep himself well conversant with all kinds of purchase/repair files, history sheets of Fire Vehicles and Pumps available with A & N Fire Service.
4. He is responsible for proper maintenance of all purchase/repair files, processing of POL bills, purchase bills etc.
5. In addition to the above, he shall perform duties as per the circular, standing order and lawful instructions of superior officers.

**SCHEDULE - VIII****Draft Recruitment Rules for the Post of Store Keeper (HC) of A & N Police Fire Service**

1.	Name of post	<b>Store Keeper (HC)</b>
2.	No. of post	01 (One)* 2009 *(Subject to variation dependent on workload)
3.	Classification	General Central Services, Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200 + G.P. Rs. 2400
5.	Whether selection post or non- selection post	Not applicable
6.	Age limit for direct recruitments	Not applicable
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruitments	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	Not applicable
11.	Method of recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of the posts to be filled by various methods	By transfer
12.	In case of recruitment by promotion/absorption/deputation, grades from which promotion/deputation/absorption to be made	By transfer of Leading Fireman (HC) in PB-1 Rs. 5200-20200 + GP of Rs. 2400 having educational qualification XII <sup>th</sup> standard passed and knowledge of Store Keeper
13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC comprising of :-</u></b> 1. DIGP - Chairman 2. SP nominated by DGP - Member 3. CFO - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Enclosed as <b>ANNEXURE</b>

**ANNEXURE**  
**(Schedule – VIII)****Store Keeper (HC)****Duties and Responsibilities**

1. To be available at the Stations to which he is posted while on duty.
2. To obey implicitly all orders of his superiors and extract the strictest obedience and civility from those serving under him.
3. He is responsible for making proper entry of all stocks available with him in the store in the stock register and should produce the stocks for inspection as and when asked for by his superior.
4. He should keep himself well conversant of all stocks available with him in the store.
5. He is responsible for proper maintenance of all stocks available with him in the store.
6. He shall be responsible for starting unserviceable stores and records pertaining to it and timely condemnation of these items.
7. In addition to the above, he shall perform duties as per the circular, standing order and lawful instructions of superior officers.

**SCHEDULE - IX****Draft Recruitment Rules for the Post of Leading Fireman Driver (HC Dvr.)  
of A & N Police Fire Service**

1.	Name of post	<b>Leading Fireman Driver (HC Dvr.)</b>
2.	No. of post	01 (One)* 2009 *(Subject to variation dependent on workload)
3.	Classification	General Central Services, Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200 + G.P. Rs. 2400
5.	Whether selection post or non- selection post	Non-selection
6.	Age limit for direct recruitments	Not applicable
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruitments	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	Not applicable
11.	Method of recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of the posts to be filled by various methods	By promotion
12.	In case of recruitment by promotion/absorption/deputation, grades from which promotion/deputation/absorption to be made	By promotion of Fireman Driver (PC Dvr.) in the pay scale PB-1 Rs. 5200-20200 with Grade Pay Rs. 2000 with minimum five years regular service in the grade
13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC (for promotion) consisting of :-</u></b> 1. DIGP - Chairman 2. SP nominated by DGP - Member 3. Mech. Engineer, STS W/shop - Member 4. CFO - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Enclosed as <b>ANNEXURE</b>

**ANNEXURE  
(Schedule – IX)****Leading Fireman Driver (HC Driver)****Duties and Responsibilities**

1. To be available at the Station to which he is posted, while on duty.
2. To obey implicitly all orders of his superiors and extract the strictest obedience and civility from those serving under him, if any.
3. To be responsible for the proper upkeep and mechanical condition, maintenance and movement of the vehicle and pump under his leading Fireman for the proper maintenance and stowing of equipments and gears that are carried on the fire appliance or kept at the fire station.
4. To test atleast twice a day, the fire appliances in his charge to make sure that the same are in serviceable condition and to record the same with the men on station duty. To report any defects/mal-functioning of any vehicles/pump to the Leading Fireman/In-charge and to the man on Station duty.

5. In addition to these specified above, any other connected duties relating to Station and the maintenance, mobility and operation of fire appliances, motor vehicle, Pumps or other fire fighting and rescue gears as may be asked by his superior officer or the Leading Fireman is to be carried out by him.
6. He is responsible for timely water servicing and greasing including minor repair works of fire vehicles as directed by the STO concerned.
7. In addition to the above, he shall perform duties as per the circular, standing order and lawful instructions of superior officers.

### **SCHEDULE - X**

#### **Draft Recruitment Rules for the Post of Fitter (HC) of A & N Police Fire Service**

1.	Name of post	<b>Fitter ( HC )</b>
2.	No. of post	01 (One) * 2009 *(Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200 + GP Rs. 2400
5.	Whether selection post or non- selection post	Not applicable
6.	Age limit for direct recruitments	18-33 years (Relaxable for five years for Govt. Servants in accordance with the instructions or orders issued by Central Govt.)  <b><u>Note :</u></b> The crucial date for determining the age limit shall be the closing date for receipt of names from employment exchange/application from candidates
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruitments	<b><u>Essential :</u></b> 1. 10 <sup>th</sup> Std. Pass from a recognized University/Board 2. Should possess ITI Certificate in Fitter Trade from a recognized Institute 3. <b>Should have minimum physical standards:</b> Height (Genl. & OBC Category) - 168 cm Height for ST - 160 cm Chest (Normal)      Unexpanded      Expanded General/OBC      81 cm      85 cm ST      77 cm      81 cm Weight General/OBC      50 kg ST      47 kg Should qualify physical measurement and endurance test for appearing trade test and interview 4. Should qualify in the trade test and interview  <b><u>Desirable :</u></b> Three (03) years experience in trade
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	Three (3) years for direct recruitment

11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/absorption/deputation, grades from which promotion/deputation/ absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC (for confirmation) consisting of :-</u></b> 1. DIGP - Chairman 2. SP nominated by DGP - Member 3. Mech. Engineer, STS W/shop - Member 4. CFO - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Enclosed as <b>ANNEXURE</b>

**ANNEXURE**  
**(Schedule – X)**

**Fitter (HC)**

**Duties and Responsibilities**

1. He shall be responsible for repair of vehicles and equipment as regard to pump works.
2. He shall maintain daily work register for the job performed on fire vehicles and equipments on daily basis and get it signed by the concerned officer.
3. He shall proceed to various fire stations situated in different Islands when required and when directed by competent authority in connection with repair and maintenance of fire vehicles.
4. To be available at the station to which he is posted, while on duty.
5. In addition to the above, he shall perform duties as per the circular, standing order and lawful instructions of superior officers.

**SCHEDULE - XI**

**Draft Recruitment Rules for the Post of Welder (HC) of A & N Police Fire Service**

1.	Name of post	<b>Welder ( HC )</b>
2.	No. of post	01 (One) * 2009 *(Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200 + GP Rs. 2400
5.	Whether selection post or non- selection post	Not applicable
6.	Age limit for direct recruitments	18-33 years (Relaxable for five years for Govt. Servants in accordance with the instructions or orders issued by Central Govt.)  <b><u>Note :</u></b> The crucial date for determining the age limit shall be the closing date for receipt of names from employment exchange/application from candidates

7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruitments	<p><b><u>Essential :</u></b></p> <p>1. 10<sup>th</sup> Std. Pass form a recognized University/Board</p> <p>2. Should possess ITI Certificate in Welding Trade from a recognized Institute</p> <p>3. <b>Should have minimum physical standards:</b> Height (Genl. &amp; OBC Category) - 168 cm Height for ST - 160 cm Chest (Normal)      Unexpanded      Expanded General/OBC      81 cm      85 cm ST      77 cm      81 cm Weight General/OBC      50 kg ST      47 kg</p> <p>Should qualify physical measurement and endurance test for appearing trade test and interview</p> <p>4. Should qualify in the trade test and interview</p> <p><b><u>Desirable :</u></b></p> <p>Two (02) years experience in welding works</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	Three (3) years for direct recruitment
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/absorption/deputation, grades from which promotion/deputation/ absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<p><b><u>Group ‘C’ DPC (for confirmation) consisting of :-</u></b></p> <p>1. DIGP - Chairman</p> <p>2. SP nominated by DGP - Member</p> <p>3. Mech. Engineer, STS W/shop - Member</p> <p>4. CFO - Member</p>
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Enclosed as <b>ANNEXURE</b>

**ANNEXURE**  
**(Schedule – XI)**

**Welder (HC)**

**Duties and Responsibilities**

1. He shall be responsible for repair of vehicles and equipment as regard to welding works.
2. He shall maintain daily work register for the job performed on fire vehicles and equipments on daily basis and get it signed by the concerned officer.
3. He shall proceed to various fire stations situated in different Islands when required and when directed by competent authority in connection with repair and maintenance of fire vehicles.
4. To be available at the station to which he is posted, while on duty.
5. In addition to the above, he shall perform duties as per the circular, standing order and lawful instructions of superior officers.

**SCHEDULE - XII****Draft Recruitment Rules for the Post of Electrician (HC) of A & N Police Fire Service**

1.	Name of post	<b>Electrician ( HC )</b>
2.	No. of post	01 (One) * 2009 *(Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200 + GP Rs. 2400
5.	Whether selection post or non- selection post	Not applicable
6.	Age limit for direct recruitments	18-33 years (Relaxable for five years for Govt. Servants in accordance with the instruction or orders issued by Central Govt.)  <b>Note :</b> The crucial date for determining the age limit shall be the closing date for receipt of names from employment exchange/application from candidates
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruitments	<b>Essential :</b> 1. 10 <sup>th</sup> Std. Pass from a recognized University/Board 2. Should possess ITI Certificate in Electrical Trade from a recognized Institute 3. <b>Should have minimum physical standards:</b> Height (Genl.& OBC Category) - 168 cm Height for ST - 160 cm Chest (Normal)      Unexpanded      Expanded General/OBC      81 cm      85 cm ST      77 cm      81 cm Weight General/OBC      50 kg ST      47 kg Should qualify physical measurement and endurance test for appearing trade test and interview 4. Should qualify in the trade test and interview <b>Desirable :</b> Two (02) years experience in electrical works
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	Three (3) years for direct recruitment
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the posts to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<b>Group 'C' DPC (for confirmation) consisting of :-</b> 1. DIGP - Chairman 2. SP nominated by DGP - Member 3. Mech. Engineer, STS W/shop - Member 4. CFO - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Enclosed as <b>ANNEXURE</b>

**ANNEXURE  
(Schedule – XII)****Electrician (HC)****Duties and Responsibilities**

1. He shall be responsible for repair of vehicles and equipment as regard to electrical components and parts.
2. He shall maintain daily work register for the job performed on fire vehicles and equipments on daily basis and get it signed by the concerned officer.
3. He shall proceed to various fire stations situated in different Islands when required and when directed by competent authority in connection with repair and maintenance of fire vehicles.
4. To be available at the station to which he is posted, while on duty.
5. In addition to the above, he shall perform duties as per the circular, standing order and lawful instructions of superior officers.

**SCHEDULE - XIII****Draft Recruitment Rules for the Post of Mechanic (HC) of A & N Police Fire Service**

1.	Name of post	<b>Mechanic ( HC )</b>
2.	No. of post	02 (Two) * 2009 *(Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200 + GP Rs. 2400
5.	Whether selection post or non- selection post	Not applicable
6.	Age limit for direct recruitments	18-33 years (Relaxable for five years for Govt. Servants in accordance with the instructions or orders issued by Central Govt.)  <b>Note :</b> The crucial date for determining the age limit shall be the closing date for receipt of names from employment exchange/application from candidates
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruitments	<b>Essential :</b> 1. 10 <sup>th</sup> Std. Pass from a recognized University/Board 2. Should possess ITI Certificate in Motor Mechanic from a recognized Institute 3. <b>Should have minimum physical standards :</b> Height (Genl. & OBC Category) - 168 cm Height for ST - 160 cm Chest (Normal)      Unexpanded      Expanded General/OBC      81 cm      85 cm ST      77 cm      81 cm Weight General/OBC      50 kg ST      47 kg Should qualify physical measurement and endurance test for appearing trade test and interview 4. Should qualify in the trade test and interview  <b>Desirable :</b> Two (02) years experience in repair, maintenance and overhauling of diesel/petrol engine



9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	Two (2) years for promotees Three (3) years for direct recruitment
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by promotion, failing which direct recruitment
12.	In case of recruitment by promotion/absorption/deputation, grades from which promotion/deputation/ absorption to be made	<b>By Promotion:-</b> By promotion of Assistant Mechanic (PC) with minimum five years regular service in the grade, selection will be done strictly on seniority cum-fitness basis
13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC (for promotion/confirmation) consisting of :-</u></b> 1. DIGP - Chairman 2. SP nominated by DGP - Member 3. Mech. Engineer, STS W/shop - Member 4. CFO - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Enclosed as <b>ANNEXURE</b>

**ANNEXURE**  
**(Schedule – XIII)**

**Mechanic (HC)**

**Duties and Responsibilities**

1. He shall be responsible for repair of vehicles and equipment as regard to Mechanical components and parts.
2. He shall maintain daily work register for the job performed on fire vehicles and equipments on daily basis and get it signed by the concerned officer.
3. He shall proceed to various fire stations situated in different Islands when required and when directed by competent authority in connection with repair and maintenance of fire vehicles.
4. To be available at the station to which he is posted, while on duty.
5. In addition to the above, he shall perform duties as per the circular, standing order and lawful instructions of superior officers.

**SCHEDULE - XIV****Draft Recruitment Rules for the Post of Painter (Leading Fireman (HC) of Andaman and Nicobar Fire Service**

1.	Name of post	<b>Painter (Leading Fireman ( HC )</b>
2.	No. of post	01 (one) * 2009 *(Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200 + GP Rs. 2400
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitments	18-25 years (Relaxable for 05 years for ex-serviceman and Govt. Servant)
8.	Educational and other qualifications required for direct recruitments	<b><u>Essential :</u></b> 1. Matriculation from a recognized Institution/Board/ University 2. Should possess ITI Certificate in Painting from a recognized ITI Institution (or) Three (03) years experience in the Trade 3. <b>Should possess minimum physical standards :</b> Height (Genl.& OBC Category) - 168 cm Height (for ST) - 160 cm Chest (Normal) - 81 cm ( 77 cm for STs) Chest (Expanded) - 85 cm ( 81 cm for STs) Minimum weight - 50 kgs ( 47 kg for STs) 4. The candidates should qualify physical measurement for appearing written test, trade test and interview 5. Should qualify in the trade test and interview
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	Two (02) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/ absorption/deputation, grades from which promotion/deputation/ absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC (for confirmation) consisting of :-</u></b> 1. DIGP - Chairman 2. CFO - Member 3. DYSP (HQ) - Member 4. An Technical Officer from other Dept. - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Enclosed as <b>ANNEXURE</b>

**ANNEXURE**  
**(Schedule – XIV)****Painter (Leading Fireman) HC****Duties and Responsibilities**

1. To be available at the Fire Motor Transport during duty hours.
2. To obey implicitly all orders of his superiors and extract the strictest obedience and civility from those serving under him.
3. He should keep himself well conversant with all kinds of Painting works of Fire Vehicles/Pumps that may arise from time to time.
4. He is responsible for the proper painting of all Fire Vehicles/Pumps and should carry out painting works of any vehicle of fire service organization as and when ordered by his superior officers.
5. In addition to the above, he shall perform duties as per the circular, standing order and lawful instructions of superior officers.

**SCHEDULE - XV****Draft Recruitment Rules for the Post of Police Constable Driver  
of Andaman and Nicobar Police Fire Service**

1.	Name of post	<b>Police Constable Driver (Fire Service)</b>
2.	No. of post	77 (Seventy Seven) * 2009 *(Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', (Non-Ministerial)
4.	Pay Band & Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200 + GP Rs. 2000
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruitments	18 -33 years (Relaxable for five years for Govt. Servants in accordance with the instructions or orders issued by Central Govt.)  <b><u>Note :</u></b> The crucial date for determining the age limit shall be the closing date for receipt of names from employment exchange/application from candidates
8.	Educational and other qualifications required for direct recruitments	<b><u>Essential :</u></b> <ol style="list-style-type: none"> <li>1. Matriculation (10<sup>th</sup> Std. Pass) from a recognized University/Board</li> <li>2. Valid Heavy Motor Vehicle driving licence</li> <li>3. <b>Should have minimum physical standards :</b>            Height (General &amp; OBC Category) - 168 cm            Height (for ST) - 160 cm            Weight - 50 kg ( 47 kg for ST)            Chest (Normal) - 81 cm ( 77 cm for ST)            Chest (Expanded) - 85 cm ( 81 cm for ST)</li> <li>4. Should qualify physical measurement and endurance test for appearing in trade test and interview</li> <li>5. Should qualify in the trade test and interview</li> </ol> <b><u>Desirable:</u></b> <ol style="list-style-type: none"> <li>1. 03 years experience of driving Heavy Vehicle</li> <li>2. Ability to drive motor cycle</li> </ol>

9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	Three (03) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	Direct recruitment
12.	In case of recruitment by promotion/absorption/deputation, grades from which promotion/deputation/ absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC (for confirmation) consisting of :-</u></b> 1. DIGP - Chairman 2. CFO - Member 3. DYSP (HQ) - Member 4. One Technical Officer from other Deptt. - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Enclosed as <b>ANNEXURE</b>

**ANNEXURE**  
**(Schedule – XV)**

**Police Constable Driver (Fire Service)**

**Duties and Responsibilities**

1. To be available at the station to which he is posted, while on duty.
2. To obey implicitly all orders of his superiors and extract the strictest obedience and civility from those serving under him, if any.
3. To be responsible for the proper upkeep and mechanical condition, maintenance and movement of the vehicle and pump under his leading Fireman for the proper maintenance and stowing of equipments and gears that are carried on the fire appliance or kept at the fire station.
4. To test atleast twice a day, the fire appliances in his charge to make sure that the same are in serviceable condition and to record the same with the men on station duty. To report any defects/mal-functioning of any Vehicles/Pump to the Leading Fireman/In-charge and to the man on Station duty.
5. In addition to these specified above, any other connected duties relating to Station and the maintenance, mobility and operation of fire appliances, motor vehicle, pump or other fire fighting and rescue gears as may be asked by his superior officer or the Leading Fireman is to be carried out by him.
6. He is responsible for timely water servicing and greasing including minor repair works of fire vehicles as directed by the STO concerned.
7. In addition to the above, he shall perform duties as per the circular, standing order and lawful instructions of superior officers.

**SCHEDULE - XVI****Draft Recruitment Rules for the Post of Fireman (PC) of A & N Police Fire Service**

1.	Name of post	<b>Fireman ( PC )</b>
2.	No. of post	326 ( Three Hundred and Twenty Six ) * 2009 *(Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Ministerial, Non-Gazetted
4.	Pay Band & Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200 + Grade Pay Rs. 2000
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitments	18 -25 years (Relaxable for five years for Govt. Servants in accordance with the instructions/orders issued by Govt. of India from time to time)  <b><u>Note :</u></b> The crucial date for determining the age limit shall be the closing date for receipt of names/ application from employment exchange/candidates
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruitments	<b><u>Essential :</u></b> 1. 10 + 2 Pass from a recognized Board /University 2. <b>Should possess the following minimum physical standards :</b> (i) Height (Genl. and OBC category) – 5'6" (168 cm) (ii) Height (for ST) - 5' 3" (160 cm) (iii) Minimum weight - 50 Kgs ( 47 kg for ST) (iv) Chest (Normal) - 32" (81 cm) & ( 77cm for ST) (v) Chest (Expanded) - 33 ½" (85cm) & ( 81cm for ST) 4. Should qualify physical measurement and endurance test for appearing in written test and interview 5. Should qualify in the written test and interview <b><u>Desirable:</u></b> 1. Valid licence for driving light/heavy duty vehicles 2. Technical qualification of motor mechanism 3. Swimming/diving/climbing
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	Three (03) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ absorption/deputation, grades from which promotion/deputation/ absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC (for confirmation) consisting of :-</u></b> 1. DIGP - Chairman 2. SP nominated by DGP - Member 3. CFO - Member 4. One Gazetted Officer from another Department - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Enclosed as <b>ANNEXURE</b>

**ANNEXURE**  
**(Schedule – XVI)****Fireman (PC )****Duties and Responsibilities**

1. To be available at the station to which he is posted, while on duty.
2. To obey implicitly all orders of his superiors and hold himself in readiness to carryout all duties as may be assigned to him by his superiors obediently, smartly and efficiently.
3. To keep himself and his quarter, if provided, neat and clean.
4. To devote whole of his time and attention to the Fire Service Department while on duty.
5. To set example to others by sobriety, cleanliness, promptitude and general attention to his duty.
6. To be responsible for keeping the Station premises, appliance, office, rooms, drill yard, watch room, workshop, dormitory, drill tower & hose drying tower etc. neat and clean by washing, when necessary and keeping the appliances, equipments & gears etc. clean and tidy.
7. To keep himself alert to attend fire/special service calls & fire drill etc., in the shortest possible time on the alarm being sounded.
8. To keep himself acquainted as far as possible with the topography of his own and adjoining areas, as well as fire risks in such areas.
9. To carryout duties that may be assigned to him from time to time, and be responsible jointly and severally to the Leading Fireman of the Fire units for the care, appearance, scrupulous cleanliness of the unit and all equipments therewith, correct upkeep stowage and maintenance.
10. To assist Driver/Operator in the proper maintenance of equipments and gears. To perform general duties of officer orderlies, diary-writing & dispatch messenger etc.
11. In addition to the above, he shall perform duties as per the circular, standing order and lawful instructions of superior officers.

**SCHEDULE - XVII****Draft Recruitment Rules for the Post of Fireman (Demonstrator) PC**  
**of A & N Police Fire Service**

1.	Name of post	<b>Fireman ( Demonstrator ) PC</b>
2.	No. of post	06 (Six) * 2009 *(Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200 + Grade Pay Rs. 2000
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitments	Not applicable
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruitments	Not applicable

9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	Not applicable
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	By transfer
12.	In case of recruitment by promotion/absorption/deputation, grades from which promotion/deputation/ absorption to be made	By transfer of suitable candidates from among the Fireman (PC)
13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC consisting of :-</u></b> 1. DIGP - Chairman 2. SP nominated by DGP - Member 3. CFO - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Enclosed as <b>ANNEXURE</b>

**ANNEXURE**  
**(Schedule – XVII)**

**Fireman (Demonstrator) PC**

**Duties and Responsibilities**

1. He shall assist the Drill Instructor (HC) for basic training of recruits and refresher trainees.
2. He should keep himself available during Duty hours.
3. He shall maintain discipline of trainees and proper maintenance of equipments used for drill and training.
4. In addition to the above, he shall perform duties as per the circular, standing order and lawful instructions of superior officers.

**SCHEDULE - XVIII**

**Draft Recruitment Rules for the Post of Fireman (Mechanic Helper) PC of  
A & N Police Fire Service**

1.	Name of post	<b>Fireman (Mechanic Helper) PC</b>
2.	No. of post	04 ( Four ) * 2009 *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Ministerial, Non-Gazetted
4.	Pay Band + Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200 + G.P. Rs. 2000
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitments	Not applicable
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruitments	Not applicable

9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	Not applicable
11.	Method of recruitment, whether by direct recruitment or by promotion/deputation/absorption and percentage of the posts to be filled by various methods	By transfer
12.	In case of recruitment by promotion/absorption/deputation, grades from which promotion/deputation/ absorption to be made	By transfer of Fireman (PC) with 03 three years regular service in the grade are holder ITI trade certificate in motor mechanism/welder/fitter/electrician
13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' DPC consisting of :-</u></b> 1. DIGP - Chairman 2. SP nominated by DGP - Member 3. CFO - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Enclosed as <b>ANNEXURE</b>

**ANNEXURE**  
**(Schedule – XVIII)**

**Fireman (Mechanic Helper) PC**

**Duties and Responsibilities**

1. To be available at the station to which he is posted while on duty.
2. To obey implicitly all orders of his superiors and hold himself in readiness to carryout all duties as may be assigned to him by his superiors obediently, smartly and efficiently.
3. To keep himself and his quarter, if provided, neat and clean.
4. To devote whole of his time and attention to the Fire Service Department while on duty.
5. He should keep himself well conversant with all kinds of repairs of Fire Vehicles/Pumps that may arise from time to time.
6. He should carryout repair and maintenance of Fire Vehicles/Pumps under the guidance of HC (Mech.), HC (Painter), HC (Electrician), HC (Fitter) and HC (Welder).
7. He should assist the store keeper for loading and unloading of spare parts/mechanical during receipt and dispatch of materials.
8. In addition to the above, he shall perform duties as per the circular, standing order and lawful instructions of superior officers.



**SCHEDULE - XIX****Draft Recruitment Rules for the Post of Asstt. Mechanic (PC) of A & N Police Fire Service**

1.	Name of post	<b>Asstt. Mechanic ( PC ) Fire Service</b>
2.	No. of post	04 ( Four ) * 2009 (Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Ministerial, Non-Gazetted
4.	Pay Band & Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200 + Grade Pay Rs. 2000
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitments	18 -25 years (Relaxable for five years for ex-serviceman and Govt. Servants in accordance with the instructions or orders issued by Central Govt.) <b>Note :</b> The crucial date for determining the age limit shall be the closing date for receipt of names from employment exchange/ application from candidates
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruitments	<b>Essential :</b> 1. 10 <sup>th</sup> Std. Pass from a recognized University/ Board 2. Should possess ITI Certificate in Motor Mechanism from a recognized Institute 3. <b>Should have minimum physical standards :</b> Height (Genl. and OBC category) - 168 cm Height (for ST) - 160 cm Weight - 50 kgs ( 47 kg for ST) Chest (Normal) - 81 cm ( 77cm for ST) Chest (Expanded) - 85 cm ( 81cm for ST) Should qualify physical measurement and endurance test for appearing trade test and interview 4. Should qualify in the trade test and interview <b>Desirable:</b> Three (03) years experience in repair, maintenance and overhauling of diesel/petrol engine
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10.	Period of probation, if any	Three (03) years for direct recruitment
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/ absorption/deputation, grades from which promotion/deputation/ absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<b>Group 'C' DPC (for confirmation) consisting of :-</b> 1. DIGP - Chairman 2. SP nominated by DGP - Member 3. Mech. Engineer, STS W/shop - Member 4. CFO - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Enclosed as <b>ANNEXURE</b>

**ANNEXURE**  
**(Schedule – XIX)**

**Assistant Mechanic (PC) Fire Service**

**Duties and Responsibilities**

1. He shall assist HC (Mechanic) and HC (Fitter) to carryout mechanical related repair works whenever required.
2. He shall also carryout minor repair works independently whenever required.
3. In addition to the above, he shall perform duties as per the circular, standing order and lawful instructions of superior officers.

**SCHEDULE - XX**

**Draft Recruitment Rules for the Post of Follower Cook of A & N Police Fire Service**

1.	Name of post	<b>Follower Cook ( Fire Service)</b>
2.	No. of post	18 ( Eighteen) * 2009 *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200 + Grade Pay Rs. 1800
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitments	18 -33 years (for male) 18 -38 years (for female) (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by Central Govt.) <b>Note :</b> The crucial date for determining the age limit shall be the closing date for receipt of names from employment exchange/ application from candidates
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruitments	<b>Essential :</b> 1) X <sup>th</sup> Std. Pass from a recognized Board/ University 2) 2 years experience in cooking various food item in a Hotel/Restaurant 3) <b>Should have the following minimum Physical standards :</b> Height (Male) (General/OBC) - 165 cm ST - 160 cm Height (Female) (General/OBC) - 155 cm ST - 148 cm Chest (only Male) (Normal) - 81 cm (Expanded) - 85 cm ST (Normal) - 77cm (Expanded) - 81cm Weight (only Female) - 45 Kg ST (Female) - 42 Kg Should qualify physical measurement and endurance test for appearing trade test and interview 4) Should qualify in the trade test and interview <b>Desirable:</b> Knowledge in Hindi

9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	Three (03) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/absorption/deputation, grades from which promotion/deputation/ absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<b>Group 'C' DPC (for confirmation) consisting of :-</b> 1. DIGP/SP (HQ) - Chairman 2. One Gazetted Officer - Member nominated by DGP 3. CFO - Member 4. One Gazetted Officer from another - Member Department
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Enclosed as <b>ANNEXURE</b>

**ANNEXURE**  
**(Schedule – XX)**

**Follower Cook (Fire Service)**

**Duties and Responsibilities**

1. To be available at the station to which he is posted, while on duty.
2. To obey implicitly all orders of his superiors and hold himself in readiness to carryout all duties as may be assigned to him by his superiors obediently and efficiently.
3. To keep himself and his quarter, if provided, neat and clean.
4. To devote whole of his time and attention to the Fire Service Department while on duty.
5. To keep the place of his working neat and clean and should keep himself in hygienic condition.
6. To prepare and serve meal as per the Station menu.
7. In addition to the above, he shall perform duties as per the circular, standing order and lawful instructions of superior officers.

**SCHEDULE - XXI****Draft Recruitment Rules for the Post of Follower Dhobi of A & N Police Fire Service**

1.	Name of post	<b>Follower Dhobi ( Fire Service)</b>
2.	No. of post	1 ( One) * 2009 *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200 + Grade Pay Rs. 1800
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitments	18 -33 years (for male) 18 -38 years (for female) (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by Central Govt.) <b>Note :</b> The crucial date for determining the age limit shall be the closing date for receipt of names from employment exchange/ application from candidates
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rule, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruitments	<b>Essential :</b> 1) X <sup>th</sup> Std. Pass from a recognized Board 2) <b>Should have the following minimum Physical standards :</b> Height (Male) (General/OBC) - 165 cm ST - 160 cm Height (Female) (General/OBC) - 155 cm ST - 148 cm Chest (only Male) (Normal) - 81 cm (Expanded) - 85 cm ST (Normal) - 77cm (Expanded) - 81cm Weight (only Female) - 45 Kg ST (Female) - 42 Kg Should qualify physical measurement and endurance test for appearing trade test and interview 3) Should qualify in the trade test and interview <b>Desirable:</b> i. Three years experience in washing/Ironing cloth ii. Knowledge in Hindi
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10.	Period of probation, if any	Three (03) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ absorption/deputation, grades from which promotion/deputation/ absorption to be made	Not applicable

13.	If a DPC exists, what is its composition ?	<b>Group 'C' DPC (for confirmation) consisting of :-</b> 1. DIGP/SP (HQ) - Chairman 2. One Gazetted Officer - Member nominated by DGP 3. CFO - Member 4. One Gazetted Officer from another - Member Department
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Enclosed as <b>ANNEXURE</b>

**ANNEXURE**  
**(Schedule – XXI)**

**Follower Dhobi (Fire Service)**

**Duties and Responsibilities**

1. To clean the uniform of Fire Service personnel.
2. To be available at the station to which he is posted, while on duty.
3. To obey implicitly all orders of his superiors and hold himself in readiness to carryout all duties as may be assigned to him by his superiors obediently and efficiently.
4. To keep himself and his quarter, if provided, neat and clean.
5. To devote whole of his time and attention to the Fire Service Department while on duty.
6. To keep the place of his working neat and clean and should keep himself in hygienic condition.
7. In addition to the above, he shall perform duties as per the circular, standing order and lawful instructions of superior officers.

**SCHEDULE - XXII**

**Draft Recruitment Rules for the Post of Follower Tailor of A & N Police Fire Service**

1.	Name of post	<b>Follower Tailor ( Fire Service)</b>
2.	No. of post	1 ( One) * 2009 *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200 + Grade Pay Rs. 1800
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitments	18 -33 years (for male) 18 -38 years (for female) (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by Central Govt.) <b>Note :</b> The crucial date for determining the age limit shall be the closing date for receipt of names from employment exchange/ application from candidates
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable

8.	Educational and other qualifications required for direct recruitments	<p><b>Essential :</b></p> <p>1. i) X<sup>th</sup> Std. Pass from a recognized Board/University ii) Three years experience in Tailoring Works and having skill in Stitching Tee-Shirt, Shorts, Suit etc.</p> <p>2. <b>Should have the following minimum Physical standards :</b></p> <p>Height (Male) (General/OBC) - 165 cm ST - 160 cm</p> <p>Height (Female) (General/OBC) - 155 cm ST - 148 cm</p> <p>Chest (only Male) (Normal) - 81 cm (Expanded) - 85 cm ST (Normal) - 77cm (Expanded) - 81cm</p> <p>Weight (only Female) - 45 Kg ST (Female) - 42 Kg</p> <p>Should qualify physical measurement and endurance test for appearing trade test and interview</p> <p>3) Should qualify in the trade test and interview</p> <p><b>Desirable:</b></p> <p>Knowledge in Hindi</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10.	Period of probation, if any	3 (Three) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/absorption/deputation, grades from which promotion/deputation/ absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<p><b>Group 'C' DPC (for confirmation) consisting of :-</b></p> <p>1. DIGP - Chairman 2. One Gazetted Officer nominated by DGP - Member 3. CFO - Member 4. One Gazetted Officer from another Department - Member</p>
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Enclosed as <b>ANNEXURE</b>

**ANNEXURE**  
**(Schedule – XXII)**

**Follower Tailor (Fire Service)**

**Duties and Responsibilities**

1. He is responsible for stitching of uniform to all Fire Service personnel.
2. To be available at the station to which he is posted, while on duty.
3. To obey implicitly all orders of his superiors and hold himself in readiness to carryout all duties as may be assigned to him by his superiors obediently and efficiently.
4. To keep himself and his quarter, if provided, neat and clean.
5. To devote whole of his time and attention to the Fire Service Department while on duty.
6. To keep the place of his working neat and clean and should keep himself in hygienic condition.
7. In addition to the above, he shall perform duties as per the circular, standing order and lawful instructions of superior officers.

**SCHEDULE - XXIII****Draft Recruitment Rules for the Post of Follower Barber of A & N Police Fire Service**

1.	Name of post	<b>Follower Barber (Fire Service)</b>
2.	No. of post	01 (One) * 2009 *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200 + GP Rs. 1800
5.	Whether selection post or non- selection post	Not applicable
6.	Age limit for direct recruitments	18-33 years for male (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by Central Govt.)  <b>Note :</b> The crucial date for determining the age limit shall be the closing date for receipt of names from employment exchange/application from candidates
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruits	<b>Essential :</b> 1) i. Xth Standard Pass from a recognized Board/ University ii. Three years experience in Hair Cutting/Shaving 2) <b>Should have the following minimum Physical standards:</b> Height (General/OBC) - 165 cm ST - 160 cm Chest (Normal) - 81 cm (Expanded) - 85 cm ST (Normal) - 77 cm (Expanded) - 81 cm Should qualify physical measurement for appearing trade test and interview 3) Should qualify in the trade test and interview <b>Desirable :</b> Knowledge of Hindi
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	3 (Three) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ absorption /deputation, grades from which promotion/deputation/absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<b>Group 'C' DPC (for confirmation) consisting of :</b> 1. DIGP - Chairman 2. One Gazetted Officer nominated by DGP - Member 3. CFO - Member 4. One Gazetted Officer from another Department - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Enclosed as <b>ANNEXURE</b>

**ANNEXURE**  
**(Schedule – XXIII)**

**Follower Barber (Fire Service)****Duties and Responsibilities**

1. He is responsible for hair cutting of Fire Service personnel.
2. To be available at the station to which he is posted, while on duty.
3. To obey implicitly all orders of his superiors and hold himself in readiness to carryout all duties as may be assigned to him by his superiors obediently and efficiently.
4. To keep himself and his quarter, if provided, neat and clean.
5. To devote whole of his time and attention to the Fire Service Department while on duty.
6. To keep the place of his working neat and clean and should keep himself in hygienic condition.
7. In addition to the above, he shall perform duties as per the circular, standing order and lawful instructions of superior officers.

**SCHEDULE - XXIV**

**Draft Recruitment Rules for the Post of Follower Daftry of A & N Police Fire Service**

1.	Name of post	<b>Follower Daftry (Fire Service)</b>
2.	No. of post	01 (One) * 2009 *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200 + GP Rs. 1800
5.	Whether selection post or non- selection post	Not applicable
6.	Age limit for direct recruitments	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by Central Govt.) <b>Note :</b> The crucial date for determining the age limit shall be the closing date for receipt of names from employment exchange/application from candidates
7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
8.	Educational and other qualifications required for direct recruits	<b>Essential :</b> 1. 10 <sup>th</sup> Standard Pass from a recognized university 2. <b>Should have the following minimum Physical standards:</b> Height (General & OBC Category) - 165 cm Height for ST - 160 cm Height for woman (General Category) - 155 cm Height for woman (ST) - 150 cm Weight for woman - 45 kg Chest (Normal) male - 81 cm Chest (Expanded) male - 85 cm Should qualify physical measurement and endurance test for appearing trade test and interview 3. Should qualify in the trade test and interview <b>Desirable :</b> Knowledge in Hindi



9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10.	Period of probation, if any	3 (Three) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/absorption/deputation, grades from which promotion/deputation/ absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<b>Group 'C' DPC (for confirmation) consisting of :</b> 1. DIGP - Chairman 2. One Gazetted Officer nominated by DGP - Member 3. CFO - Member 4. One Gazetted Officer from another Department - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Enclosed as <b>ANNEXURE</b>

**ANNEXURE**  
**(Schedule – XXIV)**

**Follower Daftry (Fire Service)**

**Duties and Responsibilities**

1. He is responsible for maintenance of all files of establishment section.
2. He shall upkeep the stationery requirement for the use for establishment section.
3. To be available at Section while on duty.
4. To obey implicitly all orders of his superiors and hold himself in readiness to carryout all duties as may be assigned to him by his superiors obediently, smartly and efficiently.
5. In addition to the above, he shall perform duties as per the circular, standing order and lawful instructions of superior officers.

**SCHEDULE - XXV**

**Draft Recruitment Rules for the Post of Follower Sweeper of A & N Police Fire Service**

1.	Name of post	<b>Follower Sweeper (Fire Service)</b>
2.	No. of post	18 (Eighteen) * 2009 *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/ Pay Scale	PB-1 Rs. 5200-20200 + G.P. Rs. 1800
5.	Whether selection post or non- selection post	Not applicable
6.	Age limit for direct recruits	18-33 years (For Male) 18-38 years (For Female) (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by Central Govt.)  <b>Note :</b> The crucial date for determining the age limit shall be the closing date for receipt of names from employment exchange/ application from candidates

7.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
8.	Educational and other qualifications required for direct recruits	<p><b>Essential :</b></p> <p>1) X<sup>th</sup> Standard Pass from a recognized Board</p> <p>2) <b>Should have the following minimum Physical standards:</b></p> <p>Height (Male) (General/OBC) - 165 cm ST - 160 cm</p> <p>Height (Female) (General/OBC) - 155 cm ST - 148 cm</p> <p>Chest (only Male) (Normal) - 81 cm (Expanded) - 85 cm ST (Normal) - 77 cm (Expanded) - 81 cm</p> <p>Weight (only Female) - 45 kg ST (Female) - 42 kg</p> <p>Should qualify physical measurement for appearing trade test and interview</p> <p>3) Should qualify in the trade test and interview</p> <p><b>Desirable :</b></p> <p>i. Having experience in Wet and Dry Sweeping</p> <p>ii. Knowledge in Hindi</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	Three (03) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<p><b>Group 'C' DPC (for confirmation) comprising of :</b></p> <p>1. DIGP/SP (HQ) - Chairman</p> <p>2. One Gazetted Officer - Member nominated by DGP</p> <p>3. CFO - Member</p> <p>4. One Gazetted Officer from another - Member Department</p>
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Enclosed as <b>ANNEXURE</b>

**ANNEXURE**  
**(Schedule – XXV)**

**Follower Sweeper (Fire Service)**

**Duties and Responsibilities**

1. He is responsible for the total cleanliness of the station premises in which he is posted.
2. To be available at the station to which he is posted, while on duty.
3. To obey implicitly all orders of his superiors and hold himself in readiness to carryout all duties as may be assigned to him by his superiors obediently, smartly and efficiently.
4. To devote whole of his time and attention to the Fire Service Department while on duty.
5. To keep himself and his quarter, if provided, neat and clean.
7. In addition to the above, he shall perform duties as per the circular, standing order and lawful instructions of superior officers.